



Model Form to Assist Parents in Requesting a Preappeal Conference under IDEA 2004, Part B

(A *preappeal conference* is a mediation without asking for a due process hearing.)

I, _____, am requesting a preappeal conference.
(your name)

Please print

**If there is another parent at another address with
parental rights, please complete the
following:**

Parent Name(s)	Parent Name(s)
Mailing address (or contact information)	Mailing address (or contact information)
City State ZIP	City State ZIP
Phone/contact number & e-mail address (if available)	Phone/contact number & e-mail address (if available)

Child's name
Address where child lives (or contact information)
Name of district, school, and AEA where child lives
Name of district, school, and AEA child attends if different than where child lives

Describe the following (use additional sheets of paper if more space is needed)

1. The nature of the problem relating to the proposal or refusal indicated above:
2. The facts of this case relating to the above problem:
3. Your proposed resolution of the problem:

Address and phone number of person filing request, if not parent: _____
Position/role of person filing request, if not parent: _____
(for example: superintendent, principal, attorney)

Send the completed form to:

1. The district that made decisions with which you disagree
2. The AEA special education director
3. Director, Iowa Department of Education
Grimes State Office Building, Des Moines, IA 50319-0146